

October 28, 2015

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

**3101 Old Jacksonville Road
Springfield, Illinois 62704
Phone (217) 524-6429**

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Administrative Assistant – Executive Division
DIVISION:	Executive Division - Chicago
SALARY:	\$40,553
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Deputy Director, Executive Division

ESSENTIAL DUTIES: The Administrative Assistant – Executive Division provides administrative support to the Deputy Director, Chief Legal Counsel and other legal staff within the Executive Division. This position performs administrative assistant functions and duties, such as researching, composing and editing correspondence and documents involving matters of judicial branch policy and programming. Personal initiative, critical thinking, and independent judgment are exercised within a broad range of ongoing tasks and new court projects and priorities.

Functions include: Creates and updates committee meeting materials and assists AOIC committee liaisons in scheduling and set-up for meetings; Researches and compiles basic statistical and informational reports and maintains follow-up records; Coordinates travel arrangements for judicial branch and non-judicial branch employees; Maintains HR and timekeeping records for Executive Division staff; Creates and maintains several filing systems for the Executive Division; Files and maintains print law library materials; Coordinates office supply orders; Maintains and updates databases for various court programs; Other duties as assigned.

SELECTION FACTORS: Skill in composition, communications, record management and report preparation; Excellent organizational, analytical, and interpersonal skills; Strong knowledge and experience with personal computer applications (*i.e.* Microsoft Office Suite and Powerpoint); Ability to use initiative and work independently to complete assignments; Ability to make decisions on established policies/standards; Ability to communicate effectively, verbally and in writing; Ability to organize work effectively and meet required deadlines and schedules; Associates with employees and the public in a pleasant, courteous and helpful manner; Responds to change productively.

EXPERIENCE AND EDUCATION REQUIREMENTS:

Minimum: A minimum of four (4) years office experience performing administrative support services and assistance to a manager with strong attention to detail. Applicant should possess an associate degree in secretarial science or a related area.

Preferred: A bachelor's degree from an accredited university. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Ability to retrieve files. Professional office working environment requiring telephone usage and ability to process written documents.

Interested individuals should submit – via email - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts
Attention: Human Resource Unit, #0761
3101 Old Jacksonville Road
Springfield, IL 62704
courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, November 13, 2015 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER